

Brookfield Public Library

Journal of the Proceedings of a
Regular Library Board of Trustees Meeting
September 26, 2007 – 7:01P.M.

Members Present: President Jonathan Platt, Trustees Carol Vaughan Kissane, Barbara Garvey, Dianne Duner, Jennifer Oberhauser and Judith Sweet (via teleconference).

Members Absent: None

Others Present: Library Director Kimberly Litland, Village of Brookfield Liaison – Village President Michael Garvey and Library Administrative Assistant Linda Louise Schmidhuber.

Also Present: None

On Wednesday, September 26, 2007, President Platt called the Regular Library Board of Trustees meeting to order at 7:01 P.M. Upon roll call a quorum was determined.

Motion to Allow Trustee Judith Sweet to Attend Meeting Via Telephone

Motion by President Platt, seconded by Trustee Kissane to allow Trustee Judith Sweet to attend the September 26, 2007 Regular Library Board meeting via telephone. Upon roll call, the motion carried as follows: President Platt, Trustees Kissane, Garvey, Duner, Oberhauser and Sweet. Nays: None. Absent: None.

MOMENT OF SILENCE IN MEMORY OF MARGARET 'PEG' BLASAGE

RESOLUTION HONORING TRUSTEE MARGARET 'PEG' BLASAGE

Motion by President Platt, seconded by Trustee Duner, to approve the Resolution honoring Trustee Margaret Blasage. Upon roll call, the motion carried as follows: Ayes: President Platt, Trustees Kissane, Garvey, Duner, Sweet and Oberhauser. Nays: None. Absent: None.

APPROVAL OF AGENDA

Motion by Trustee Kissane, seconded by Trustee Sweet to approve the Agenda of the Regular Library Board meeting of September 26, 2007. Upon roll call, the motion carried as follows: President Platt, Trustees Kissane, Garvey, Duner, Oberhauser and Sweet. Nays: None. Absent: None.

APPROVAL OF CONSENT AGENDA

Consent agenda (*Any trustee may remove items from the consent agenda for action by the Board.*)

- A. Approval of minutes, regular meeting of August 22, 2007
- B. Approval of minutes, executive session of August, 2007
- C. Acceptance of financial statements for August 2007
- D. Acceptance of director's report for September 2007

Motion by Trustee Kissane, seconded by Trustee Duner, to approve the Consent Agenda of the Regular Library Board of Trustees meeting of September 26, 2007. Upon roll call, the motion carried as follows: President Platt, Trustees Kissane, Garvey, Duner, Oberhauser and Sweet. Nays: None. Absent: None.

COMMUNICATIONS AND CORRESPONDENCE

A. Written

1. Memoranda from Library Attorney Roger Ritzman
2. Library publicity materials

All written Communications and Correspondence filed with records of the September 26, 2007 meeting.

PUBLIC COMMENT

Two library patrons expressed their appreciation of the Brookfield Library's policy on rated materials regarding the requirement of a parent's signature approval in order to borrow rated materials.

EXECUTIVE SESSION – Acquisition of Real Estate (5 ILCS 120/2c(5))

Motion by President Platt, second by Trustee Oberhauser, to adjourn to an Executive Session 7:15 P.M. to discuss Real estate (5 ILCS 120/2 c(5)). Upon roll call, the motion carried as follows: President Platt, Trustees Kissane, Garvey, Duner, Oberhauser and Sweet. Nays: None. Absent: None.

RECONVENE REGULAR LIBRARY BOARD OF TRUSTEES MEETING

Motion by President Platt, seconded by Trustee Kissane to reconvene the Regular Library Board of Trustees meeting of September 26, 2007 at 10:02 P.M. Upon roll call, the motion carried as follows: President Platt, Trustees Kissane, Garvey, Duner, Oberhauser and Sweet. Nays: None. Absent: None.

Action Resulting from Executive Session

Motion by Trustee Kissane, seconded by Trustee Sweet, to opt out of purchasing the property located at 8621 Washington Avenue. Upon roll call, the motion carried as follows: Ayes: President Platt, Trustees Kissane, Garvey, Duner, Sweet and Oberhauser. Nays: None. Absent: None.

PRESIDENT'S REPORT

President Platt informed the Board of recent meetings he has attended, including:

- Library Advisory Committee – first meeting. President Platt presented an overview of the first meeting and noted that additional members were being sought among educators and business people.
- MLS/Trustee meeting in Forest Park re tax receipt issues
- Friends of the Library (see Liaison report below)
- Meeting with Director Litland regarding setting meeting agenda

DIRECTOR'S REPORT

Director Litland informed the Board of the following recent events and items detailed in the Director's Report included in the Board's packet:

- Director Litland advised the Board of the amount received toward the memorial fund for Margaret Blasage.
- Screenings of "The Hollywood Librarian"
- Banned Books Week events at the library

REPORTS OF LIAISONS

MLS - There will not be a liaison to MLS meetings until further notice.

Library Trustee Forum – Trustee Kissane:

Trustee Kissane to present Trustee of the Year Award at ILA. Trustee Kissane reported that Forum attendance and interest appears to be waning.

Friends of the Library – Trustee Platt:

President Platt and Director Litland detailed the results of recent FOL meeting, progress of the upcoming fundraiser, and proposed expenditures to be reimbursed by FOL.

Village Board – President Garvey: No report

NEW BUSINESS

REPORTS OF COMMITTEES

Finance Committee – Trustee Garvey

Motion by Trustee Garvey, seconded by Trustee Oberhauser to approve the September 26, 2007 warrant for payment in the amount of \$88,552.53. Upon roll call, the motion carried as follows: President Platt, Trustees Kissane, Garvey, Duner, Oberhauser and Sweet. Nays: None. Absent: None.

Approve Fiscal Year 2006-2007 Audit

Motion by Trustee Garvey, seconded by Trustee Kissane, to approve the Fiscal 2006-2007 Audit as presented. Upon roll call, the motion carried as follows: President Platt, Trustees Kissane, Garvey, Duner, Oberhauser and Sweet. Nays: None. Absent: None.

Finance Committee to meet to begin planning budget for Fiscal Year 2008

Building and Grounds Committee

Trustee Sweet has accepted the position of Chairman of the Building and Grounds Committee. Trustee Sweet reported on the discussions of the recent meeting including:

- Results of bid opening for CDBG work with bid awarded to Hutchins Construction of Riverside for an amount not to exceed \$32,000.00.
- New library seating
- Retiling of the restrooms after ADA compliance work completed
- Installation of TTY service
- Building program
- Per Capita grant application requirement of a disaster plan

Policy Committee

Discussion and action: Board members speaking for the Board to the Public or Media, Budget and Finance, and Circulation Policy

Trustee Sweet stated that the Committee reviewed the following policies:

- Speaking to the media. No changes were made.
- Budget and Finance – no changes made to policy.
- Circulation Policy - changes made to loan periods and fees.

Motion by Trustee Garvey, seconded by Trustee Kissane to approve policies as presented. Upon roll call, the motion carried as follows: President Platt, Trustees Kissane, Garvey, Duner, Oberhauser and Sweet. Nays: None. Absent: None.

Concern about Young Adult materials

Policy Committee had discussed possible ways to educate parents on how to determine age-appropriate materials including having staff compile reading lists and making these available to parents.

Policy Committee consensus was not to institute a practice of labeling materials as to their age-appropriateness.

Discussion: Committee Assignments

The following changes were made to Committee assignments, effective immediately.

<u>Committee</u>	<u>Chair</u>	<u>Member</u>
Building & Grounds	Judith Sweet	Barbara Garvey
Marketing		to be determined

Closure on Friday, December 7, 2007 for Staff In-Service Day

Motion by Trustee Kissane, seconded by Trustee Duner, to approve closure of the Library on Friday, December 7, 2007 for a Staff In-Service Day. Upon roll call, the motion carried as follows: President Platt, Trustees Kissane, Garvey, Duner, Oberhauser and Sweet. Nays: None. Absent: None.

Per Capita Grant

Motion by Trustee Kissane, seconded by Trustee Sweet, to approve the Fiscal Year 2008 Per Capita Grant Application as written. Upon roll call, the motion carried as follows: President Platt, Trustees Kissane, Garvey, Duner, Oberhauser and Sweet. Nays: None. Absent: None.

Resolution 2007-13 Levy for Site and Building Fund

Motion by Trustee Kissane, seconded by Trustee Oberhauser, to approve Resolution 2007-13 – Levy for Site and Building Fund with change made to date of Resolution to September 26, 2007. Upon roll call, the motion carried as follows: President Platt, Trustees Kissane, Garvey, Duner, Oberhauser and Sweet. Nays: None. Absent: None.

Update on 2nd Annual Taste of Brookfield@Your Library

ADJOURNMENT

Motion by Trustee Kissane, seconded by Trustee Duner, to adjourn the Regular Library Board meeting of September 26, 2007 at 10:36 P.M. Upon roll call, the motion carried as follows: President Platt, Trustees Kissane, Garvey, Duner, Oberhauser and Sweet. Nays: None. Absent: None.

Carol Kissane
Secretary
Brookfield Public Library
Board of Trustees

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